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How to Create a Development Activity that Requires a NF-1735

If your IDP includes an external development activity that will require you to complete a NF-1735 External Training Request for the event (e.g., a NASA sponsored conference, course, or seminar), then follow these steps when adding that development activity to your IDP in SATERN.

Here's what to do:

- STEP 1:** First **Create an IDP** and **Add a Goal**. You will need to do this before you can add a development activity. If you have completed this and your IDP is currently open, proceed to STEP 3.
- STEP 2:** If you need to open your IDP, from the SATERN homepage select the **Career** Tab. Click **Edit IDP** to open your plan.
- STEP 3:** Click the ► symbol next to the **Goal Name** where you want to add an activity. This will open up the activities section for this goal.

Goal Name	Target Date	Priority
► Develop people management skills	2/13/2009	3

- STEP 4:** To add a development activity for this goal, click **Add Activity**.

Goal Name	Target Date	Priority	Related Competency	Current Rating	Target Rating	Action
▼ Develop people management skills	2/13/2009	3				Edit Remove
Description: I would like to transition into a more leadership/management role. Ultimately, I would like to become a Team Lead.						
Add Activity						
There is no development activity in this goal.						

- STEP 5:** The **Select Development Activity Type** page displays. Conferences, academic courses and seminars are examples of External Activities. For activities requiring a NF-1735, select **External Activities** and then click **Next**.

Select Development Activity Type

☐ Catalog Item ☒ External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)

Next



STEP 6: Enter the **Development Activity Details**. For an external activity, there are two required fields and one optional field:

- **Activity Name** (required) should describe the activity in enough detail for a reviewer to understand
- **Target Date** (required) is the date by which you want to complete the activity
- **Priority** (optional) describes the priority of the activity (a rating of 1, 2, or 3):
 - 1- Critical:** The development activity should be accomplished during this IDP cycle; not doing so will jeopardize organizational mission accomplishment
 - 2- Essential:** The development activity is necessary to accomplish organizational mission objectives, or needed to carry out job responsibilities
 - 3- Significant:** The development activity supports activities not directly related to your current job description, but will appreciably improve your skill set

* = Required Fields

Previous Done Save and Add Another Cancel

Development Activity Details

Activity Type: External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)

* Activity Name: Emerging Trends in Leadership Conference

* Target Date: (MM/DD/YYYY) 1/14/2009

Priority: 3

Value Based: ☐

Target Value: (1000,001)

Record Completion: Uncheck box IF completing an External Training Request (NF-1735) for External Training such as conferences, seminars, or courses that are NASA sponsored. ☐

STEP 7: Uncheck the **Record Completion** box. The NSSC will record completion of the training when it has been completed.

STEP 8: Click **Done** when you have completed entering the information. The activity is now added to the goal.

MID-RANGE GOALS: 2 - 4 YEARS					
Goal Name	Target Date	Priority	Related Competency	Target Rating	Action
▼ Develop people management skills	2/13/2009	3			View/Add Notes
Description: I would like to transition into a more leadership/management role. Ultimately, I would like to become a Team Lead.					
Development Activities	Type	Target Date	Priority	Target	Action
Emerging Trends in Team Leadership Conference	External Activities (Activities Not in the Catalog such as OJT, Academic Courses, Conferences, Seminars)	2/13/2009	3		View/Add Notes